

PUBLIC HEALTH DIRECTOR III

JOB TITLE: Public Health Director III

GRADE: 28

JOB CODE: 1001

DATE: 3/20/95

REVISED: 09/17/03

GENERAL FUNCTION: Under policy guidelines set by the District Health Department plans, organizes and directs the provision of comprehensive public health services to a multi-county geographic area. The incumbent in this position is responsible for managing a multi-county health department, providing an extensive range of public health services such as; environmental, medical, home health, to the community of the multi-county area. The staff complement will usually be 100 or more employees. The incumbent will work with a district as well as a local board of health from each county in the district.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Directs the activities of employees in providing medical and environmental programs and services.

- a. consults with program managers and/or supervising staff concerning program goals and operations
- b. confers with program managers, supervisory staff or employees regarding problems of employees
- c. evaluates program/service activities using reports (programmatic and financial) to ensure compliance with goals, objectives, program standards, and quality assurance
- d. conducts staff meetings for planning and review

Directs the financial management functions of the department:

- a. reviews and approves the annual budget for the department prior to submittal to the Board of Health
- b. assures that appropriate accounting procedures which comply with federal and state auditing requirements are established and maintained
- c. analyzes financial situation of the department according to periodic updates of revenues and makes expenditure decisions accordingly

JOB TITLE: Public Health Director III (Cont'd)

JOB CODE: 1001

- d. authorize expenditure of funds for department functions

Reviews, approves, and monitors program plans for the various services and programs provided by the health department

- a. conducts needs assessment(s) to determine community need for programs/services
- b. works with staff in writing annual program plans
- c. interprets program standards issued by Department for Health Services for program operation
- d. coordinates program plans with annual budget of department

Evaluates employee job performance;

- a. completes annual performance evaluations for appropriate staff
- b. counsels employees on job performance
- c. monitors employee job performance periodically to identify performance issues.

Develops and maintains appropriate administrative procedures and policies for the operation of the department (programmatic, financial, personnel)

Interprets various laws (national and state), administrative regulations and policies to ensure conformance and efficient operation of the department.

Employs staff for the department. Initiates recruitment activities, interviews potential employees as appropriate and hires applicants

Meets with Board of Health (individually and collectively) to describe and discuss activities of the local department in meeting its objectives

- a. prepares agenda for meeting
- b. prepares necessary reports that describe progress (programmatic and financial) of the department
- c. prepares minutes of the Board of Health meetings
- d. serves as a resource person on questions raised by board members

JOB TITLE: Public Health Director III (Cont'd)

JOB CODE: 1001

Develops and maintains a program of public relations designed to promote the services of the health department within the community.

Attends various meetings at the local, regional, and state level to keep informed on program and administrative changes. Conducts appropriate training programs to keep staff informed of changes and updates. Prepares manuals and program guidelines for program and administrative direction.

SUPERVISION RECEIVED: Recommends policies in functional area(s); incumbent also sets goals and objectives in functional area(s).

SUPERVISION EXERCISED: Level of supervision is that of director over managers and/or supervisory staff and indirectly all staff.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Thorough knowledge of the principles and practices of public health programs and Federal and State laws and regulations pertaining to local health programs.

Demonstrated ability in administration of public health services.

Knowledge of social and economic problems pertaining to public health.

Ability to develop and interpret regulations and policies concerning the operation of local health departments.

Ability to evaluate services performed and make recommendations for improvement of services when necessary.

Knowledge of the principles of business management as applied to public administration. Ability to supervise the work of others.

Ability to exercise good judgment in appraising situations and making decisions.

Ability to express comments and opinions clearly and concisely. Ability to deal tactfully with the public.

JOB TITLE: Public Health Director III (cont'd)

JOB CODE: 1001

Minimum Education, Training, and Experience Requirements: Masters Degree in Public Health, Community Health, Business or Public Administration, Nursing or related degree with five (5) years experience in Public Health or other health related responsibilities. Three (3) of the five (5) years experience should be in an administrative and/or management capacity.

OR

Bachelors degree in Public Health, Community Health, Business or Public Administration, Nursing, or a related degree, with six (6) years of experience in a management capacity, including three (3) years of management experience in a health program.

OR

Associates degree in Nursing with eight (8) years of evaluated experience in Public Health or health related occupations, five (5) of which must have been in a supervisory or management capacity.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

PUBLIC HEALTH DIRECTOR II

JOB TITLE: Public Health Director II

GRADE: 27

JOB CODE: 1002

DATE: 11/8/95

REVISED: 09/17/03

GENERAL FUNCTION: Under administrative direction of the Board of Health, plans, organizes, and directs the activities of staff of a single or multi-county health department that provides a full range of services (which may include medical, home health, and environmental services) to the community/communities. The department/agency may consist of a single county or multi-county arrangement. The staff complement will usually be from 35 to 80 employees. The incumbent may deal with one or more boards of health; typically, no more than four.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Directs the activities of employees in providing medical and environmental programs and services

- a. consults with program managers and/or supervising staff concerning program goals and operations
- b. confers with program managers, supervisory staff or employees regarding problems of employees
- c. evaluates program/service activities using reports (programmatic and financial) to ensure compliance with goals, objectives, program standards, and quality assurance
- d. conducts staff meetings for planning and review

Directs the financial management functions of the department:

- a. reviews and approves the annual budget for the department prior to submittal to the Board of Health
- b. assures that appropriate accounting procedures which comply with federal and state auditing requirements are established and maintained
- c. analyzes financial situation of the department according to periodic updates of revenues and makes decisions accordingly

JOB TITLE: Public Health Director II (continued)

JOB CODE: 1002

- d. authorize expenditure of funds for department functions Reviews, approves, and monitors program plans for the various services and programs provided by the health department

Reviews, reviews, and monitors program plans for the various services and programs provides by the health department.

- a. conducts needs assessment(s) to determine community need for programs/services
- b. works with staff in writing annual program plans
- c. interprets program standards issued by Department for Health Services for program operation
- d. coordinates program plans with annual budget of department

Evaluates employee job performance.

- a. completes annual performance evaluations for appropriate staff
- b. counsels employees on job performance
- c. monitors employee job performance periodically to identify performance issues.

Develops and maintains appropriate administrative procedures and policies for the operation of the department (programmatic, financial, personnel).

Interprets various laws (national and state), administrative regulations and policies to ensure conformance and efficient operation of the department.

Employs staff for the department. Initiates recruitment activities, interviews potential employees as appropriate and hires applicants.

Meets with Board of Health (individually and collectively) to describe and discuss activities of the local department in meeting its objectives.

- a. prepares agenda for meeting;
- b. prepares necessary reports that describe progress (programmatic and financial) of the department;
- c. prepares minutes of the Board of Health meetings;

JOB TITLE: Public Health Director II (continued)

JOB CODE: 1002

- d. serves as a resource person on questions raised by board members.

Develops and maintains a program of public relations designed to promote the services of the health department within the community.

Attends various meetings at the local, regional, and state level to keep informed on program and administrative changes. Conducts appropriate training programs to keep staff informed of changes and updates. Prepares manuals and program guidelines for program and administrative direction.

SUPERVISION RECEIVED: Recommends policies in functional area(s); incumbent also sets goals and objectives in functional area(s).

SUPERVISION EXERCISED: Supervision of all staff at Director level.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Thorough knowledge of the principles and practices of public health programs and federal and state laws and regulations pertaining to local health programs.

Knowledge of social and economic problems pertaining to public health.

Ability to supervise the work of others.

Ability to express comments and opinions clearly and concisely.

Ability to evaluate services performed and make recommendations for improvement of services when necessary.

Minimum Education, Training, and Experience Requirements: Bachelors degree from a college or university with a major in Business or Public Administration, Health Administration, Public or Community Health, Nursing or a related degree. Five (5) years of experience in public health or other health related occupations. Demonstrated work experience in other related jobs may be considered if the functions performed are related to responsibilities of this position (financial management, planning, supervision of staff, etc.).

OR

An Associate degree in Nursing and seven (7) years of evaluated experience in Public Health or health related occupations, four (4) of which must have been in a supervisory or management capacity.

JOB TITLE: Public Health Director II (continued)

JOB CODE: 1002

A Masters degree in the field may substitute for one year of the required experience.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

PUBLIC HEALTH DIRECTOR I

JOB TITLE: Public Health Director I

GRADE: 25

JOB CODE: 1003

DATE: 3/20/95

REVISED: 9/17/03

GENERAL FUNCTION: Under administrative direction of the Board of Health, directs the personnel of a local health department in providing a variety of public health services (medical, environmental, and supportive services) to the community served by the department. The incumbent performs a variety of tasks such as, planning, financial management, organizing and measuring performance of staff in a single county. The department has a close working relationship with state agencies which provide technical assistance and support and may include direct payroll and accounting assistance. May serve as secretary to the Board of Health.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Directs the activities of employees in providing medical and environmental programs and services.

- a. consults with program managers and/or supervising staff concerning program goals and operations;
- b. confers with program managers, supervisory staff or employees regarding problems of employees;
- c. evaluates program/service activities using reports (programmatic and financial) to ensure compliance with goals, objectives, program standards, and quality assurance;
- d. conducts staff meetings for planning and review.

Directs the financial management functions of the department:

- a. reviews and approves the annual budget for the department prior to submittal to the Board of Health;
- b. assures that appropriate accounting procedures which comply with federal and state auditing requirements are established and maintained;
- c. analyzes financial situation of the department according to periodic updates of revenues and makes expenditure decisions accordingly;
- d. authorize expenditure of funds for department functions.

JOB TITLE: Public Health Director I (continued)

JOB CODE: 1003

Reviews, approves, and monitors program plans for the various services and programs provided by the health department

- a. determines community need for programs/services;
- b. works with staff in writing annual program plans;
- c. interprets program standards issued by Department for Health Services for program operation;
- d. coordinates program plans with annual budget of department.

Evaluates employee job performance.

- a. completes annual performance evaluations for appropriate staff;
- b. counsels employees on job performance;
- c. monitors employee job performance periodically to identify performance issues.

Develops and maintains appropriate administrative procedures and policies for the operation of the department (programmatic, financial, personnel).

Interprets various laws (national and state), administrative regulations and policies to ensure conformance and efficient operation of the department.

Employs staff for the department. Initiates recruitment activities, interviews potential employees as appropriate and hires applicants.

Meets with Board of Health (individually and collectively) to describe and discuss activities of the local department in meeting its objectives;

- a. prepares agenda for meeting;
- b. prepares necessary reports that describe progress (programmatic and financial) of the department;
- c. prepares minutes of the Board of Health meetings;
- d. serves as a resource person on questions raised by board members.

JOB TITLE: Public Health Director I (Continued)

JOB CODE: 1003

Develops and maintains a program of public relations designed to promote the services of the health department within the community.

Attends various meetings at the local, regional, and state level to keep informed on program and administrative changes. Conducts appropriate training programs to keep staff informed of changes and updates. Prepares manuals and program guidelines for program and administrative direction.

SUPERVISION RECEIVED: General Supervision provided through the Local Board of Health.

SUPERVISION EXERCISED: Supervision is that of a Director supervising a staff of 10-35. May have supervisory staff to supervise.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Knowledge of the principles and practices of public health;

Ability to communicate and deal tactfully with;

Ability to analyze and evaluate statistics and facts.

Minimum Education, Training, and Experience Requirements: Bachelors degree from a College or University with a major in Business or Public Administration, Health Administration, Public or Community Health, Nursing or a related degree. Three (3) years of experience in Public Health or other health related occupations. Demonstrated work experience in other occupational responsibilities may be considered if the functions are related to the responsibilities of financial management, planning, supervision of staff.

OR

An Associate degree in Nursing with five (5) years of evaluated experience in Public Health or health related occupations, three (3) of which must have been in a supervisory or management capacity.

A Masters degree in the field may substitute for one year of the required experience.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

PUBLIC HEALTH ADMINISTRATOR

JOB TITLE: Public Health Administrator

GRADE: 23

JOB CODE: 1010

DATE: 4/1/96

REVISED: 9/17/03

GENERAL FUNCTION: Under the direction of the Local Board of Health, is responsible for the administrative work as the director of a small local health department. Responsibilities would include planning, implementing and coordinating the activities of staff in providing services based on approved plans and budgets and in accordance with state standards. Work at this level is distinguished from other director levels by the size, variety, and complexity of programs and organization. This classification would be applicable to a local health department that would not have a Public Health Director appointed under the provisions of administrative regulation 902 KAR 8:140 and would meet the intent of local health policy 400 - 3 (7/1/82).

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Prepares annual agency budget according to state instructions for the approval of the Board of Health and Department for Health Services.

Evaluate routine financial and program service reports generated by the Patient Information System and Financial Management system to determine compliance with agency plans and budget and initiate corrective changes as appropriate.

Prepare bi-weekly payroll by auditing employee time sheets for accuracy and recording information on automated payroll system or forward to local health accounting for processing.

Directs the activities of employees in providing medical, environmental and administrative support services according to standards of the Department for Health Services through staff meetings, employee conferences, training sessions and policy development.

Maintain agency accounts according to state financial management requirements.

Authorize the purchase of goods and services for the services and administrative support of the agency based on the approved plan and budget in accordance with procedures/standards of the financial management manual.

Attends various meetings at the local, regional and state level to keep employees informed on program and administrative changes that impact the agency.

Employs staff of the agency according to the local health personnel administrative regulation(s).

JOB TITLE: Public Health Administrator (Cont.)

JOB CODE: 1010

Schedule local Board of health meeting(s) and report activities of the agency and record transactions.

Develop and maintain a program of public relations designed to promote the services of the health department in meeting community health needs.

Evaluate the work performance of employees according to the procedures of local health personnel administrative regulation(s).

SUPERVISION RECEIVED: General supervision provided through local board of health.

SUPERVISION EXERCISED: Supervision is that of director.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Knowledge of principles, methods and techniques of efficient administrative, including public relations, personnel administration, budgeting, accounting and office management.

Knowledge of public program administration.

Knowledge of social, medical and economic factors of the community served.

Ability to plan, coordinate, and direct a staff of technical and medically related personnel.

Ability to interpret and apply laws and policies to specific problems relating to agency activities.

Ability to establish and maintain effective working relationships with agency personnel, county officials, and the general public.

Minimum Education, Training, and Experience Requirements: Graduation from an accredited four-year college or university and three (3) years of experience in a human services field. One (1) year of the required experience must have been in a health related program in a supervisory or administrative capacity; or an equivalent combination of education and experience.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.